

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: June 5, 2006. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members:

Others: Dan Reimer

MINUTES

1. Minutes Approval

Vince Hasken made a motion to approve the minutes of the May 1, 2006 committee meeting. Dane Jackson seconded and the motion passed.

2. Citizens' Comments – none

3. Old Business

- a) Employee handbook. Marvin Schultz just received a draft copy of the handbook from the State's Attorney's Office. Next in the process will be a meeting with the Health Department personnel committee and then bring it back to this committee next month. Schultz stated that there is nothing in the current handbook about nepotism and questioned if it was removed for some reason. The committee discussed areas of concern and decided to ask the State's Attorney to work on drafting a policy. The committee also asked the County Administrator to research what other counties and organizations use regarding nepotism. The State's Attorney has also asked that committee chairs communicate with him through the Administrator and County Board Chair. Hasken asked if continuing education is addressed in the handbook and Berlage stated that only the Sheriff's Office and Health Departments have a policy addressing that topic. The committee discussed adding it to the handbook and addressing it at the staff meeting.
- b) Committee goals and planning. The committee discussed holding a planning retreat sometime within the next month and possibly having another in six months to update and revise the priorities. The committee members also discussed changing the current committee structure. The committee decided to hold a planning retreat at the Elizabeth Community Building from 6:00-9:30 p.m. and to ask the department heads to attend. The last retreat was held on June 18, 2002. Berlage will ask Alan Wenzel, Lynn Feaver or Dave Dornbusch to serve as facilitator.

4. New Business

- a) Inter-committee comments and discussion.
 - i. Yerda Potter reported that the Finance Committee is going to speak with insurance brokers at their next meeting. They also discussed Board goals.

The committee approved the purchase of the server licenses, but the auditor would like an interfund transfer to occur instead of charging the cost directly to the contingency line item. A resolution will come to the Board for the transfer. Dan Reimer also has spoken with the auditor about overbudget line item requests and has determined that line item transfers are preferable instead of just allowing the department to overspend their budget. Reimer has discussed the best way to handle the motions at the Board level with the County Clerk.

- ii.** Ron Mapes reported that the Development & Planning Committee determined their list of six goals to forward to the Board. The hotel/motel tax ordinance is still being worked on in the State's Attorney's Office to combine several ordinances into one document. The CVB received two bids for staffing services for the information center and there has been some discussion back and forth with the current provider and a meeting has been scheduled. The committee discussed the option of making the employees County employees rather than contract employees. Mapes also reported that the part-time person has left the Building & Zoning Office so the Zoning Officer needs to fill that position again. The Economic Development Coordinator brought forward some recommended changes to the revolving loan fund criteria that will be reviewed and discussed at the next committee meeting. There was much discussion about the zoning ordinance review regarding the ridgeline overlay. The GIS department will prepare a map for display purposes, but it might not be ready before the next committee meeting. The ridgeline overlay would be included in the ordinance in text format only. The presentation of the zoning ordinance revision to the County Board was discussed at length. The committee also discussed various issues regarding LESA scoring. Mapes would like the zoning ordinance review to come to the County Board by September 1st. Berlage reported that she and the County Administrator met with representatives from Rentech Energy Midwest and Rentech is going to make a presentation at the next County Board meeting. There will be a comprehensive meeting with Building & Zoning, Assessments and the State's Attorney shortly to discuss further processes and fees. Potter brought up some concerns about people who do not obtain the proper building permits for projects in the County. The committee discussed ways to educate the public.
- iii.** Jackson reported that the Law Enforcement & Courts committee had two meetings, the regular meeting when they received the bids for roof projects and the special meeting where they determined a recommendation for the roof project. There were no reports on the expansion tanks or the parking lot lighting. The barking dog ordinance has come back to the committee for discussion. The State's Attorney is researching other ordinances. The committee discussed the issue of noise and nuisance at length. The County Administrator has notified the company awarded the roof project and they are drafting a contract.
- iv.** Hasken reported that the Information & Communications Technology approved purchasing the server from the Sheriff's Office. The GIS

Coordinator updated the committee on the Farmland Assessment and how the software program is working. The program doesn't communicate with the tax cycle software and the data must be hand-entered by the assessment office. Dan Reimer reported to the committee that Joe Kratcha has spoken with Devnet and it appears that they will now allow the interface between the programs and it might not cost anything.

- v. Marv Schultz reported that the Social & Environmental Committee toured the Health Department and plan to tour the Highway Department next meeting. A user fee for Transit is coming forward because of the increase in gas prices.
- vi. Berlage reported that she and Reimer met with Rentech representatives and she has put their presentation about the gasification process first on the County Board agenda.
- vii. Reimer reported that he is meeting individually with all of the department heads and visiting their departments to see their operations. He has also been attending the committee meetings to get a feel for the discussion points. The budget process is beginning. The auditor has been working in the building and has been very helpful answering questions. Berlage and Reimer discussed a process of using motion cards that can be filed by category and better indexed for searching.

5. Board Member Concerns - none

6. Citizens' Comments - none

7. Closed Session

- a) Berlage made a motion to enter into closed session at 8:39 p.m. Jackson seconded and the motion passed.
- b) Jackson made a motion to leave closed session at 9:01 p.m. Mapes seconded and the motion passed.

Meeting adjourned at 9:01 p.m. following a motion by Mapes and seconded by Potter.